



# WASHOE COUNTY

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Risk Mgt. N/A  
HR N/A  
Other N/A

## STAFF REPORT

BOARD MEETING DATE: November 12, 2014

**DATE:** October 3, 2014  
**TO:** Board of County Commissioners  
**FROM:** Clara Lawson, P.E., PTOE, Licensed Engineer,  
Community Services Department, 328-3603, [clawson@washoecounty.us](mailto:clawson@washoecounty.us)  
**THROUGH:** Dwayne Smith, P.E., Division Director, Engineering and Capital Projects,  
Community Services Department, 328-2043, [desmith@washoecounty.us](mailto:desmith@washoecounty.us)  
**SUBJECT:** Adopt a Resolution establishing the Washoe County Planning Commission as the  
Washoe County Capital Improvements Advisory Committee for the Regional  
Road Impact Fee Program as authorized within NRS 278B.150. (All Commission  
Districts.)

### SUMMARY

Under the Regional Road Impact Fee (RRIF) Program, a Capital Improvements Advisory Committee must be established to review the land use assumptions and determine whether they are in conformance with the master plan of the local government and review the capital improvements plan and file written comments with the governing body. NRS allows the Planning Commission to be designated as the Capital Improvements Advisory Committee if the Commission has one member on it who is a local real estate, development or building professional.

The Capital Improvement Plan developed and initiated under the RRIF program and process as discussed in this staff report is separate and distinct from Washoe County's 5-year CIP plan. The County's CIP, mandated under NRS 354.5945, is developed and implemented to maintain existing infrastructure as well as provide for new construction or acquiring new facilities.

Washoe County Strategic Objective supported by this item: Public participation and open, transparent communication.

### PREVIOUS ACTION

No previous action.

### BACKGROUND

Washoe County participates in a RRIF program by which new development pays for their share of traffic impact to the existing road network. In the development of the RRIF, capital improvements to the existing road network are identified. The governing body may designate the Planning Commission to serve as the Capital Improvements Advisory Committee. The

AGENDA ITEM # 7D7

Washoe County Planning Commission has been acting in this capacity, and the subject Resolution will ratify that action.

Duties of the Capital Improvements Advisory Committee include:

- (a) Review the land use assumptions and determine whether they are in conformance with the master plan of the local government;
- (b) Review the capital improvements plan and file written comments;
- (c) Every three years file reports concerning the progress of the local government in carrying out the capital improvements plan;
- (d) Report to the governing body any perceived inequities in the implementation of the capital improvements plan or the imposition of an impact fee; and,
- (e) Advise the local government of the need to update or revise the land use assumptions, capital improvements plan and ordinance imposing an impact fee.

Before imposing an impact fee, the governing body of the local government must establish by Resolution a Capital Improvement Advisory Committee. The committee must be composed of at least five members. The Planning Commission can be established as the capital improvements advisory committee provided it includes at least one representative of the real estate, development or building industry who is not an officer or employee of the local government. Alternatively, the governing body may appoint a representative of the real estate, development or building industry who is not an officer or employee of the local government to serve as a voting member on the Capital Improvement Advisory Committee. The current Washoe County Planning Commission has one member in the real estate industry.

The Capital Improvement Plan developed and initiated under the RRIF program and process as discussed in this staff report is separate and distinct from Washoe County's 5-year CIP plan. The County's CIP, mandated under NRS 354.5945, is developed and implemented to maintain existing infrastructure as well as provide for new construction or acquiring new facilities.

### **FISCAL IMPACT**

There is no fiscal impact associated with designating the Planning Commission as the Washoe County Capital Improvements Advisory Committee. Each appointed member of the Planning Commission is eligible for an \$80.00 per meeting stipend which is approved annually in the Community Services Department Planning and Development budget.

### **RECOMMENDATION**

It is recommended the Board of County Commissioners adopt a Resolution establishing the Washoe County Planning Commission as the Washoe County Capital Improvements Advisory Committee for the Regional Road Impact Fee Program as authorized within NRS 278B.150.

### **POSSIBLE MOTION**

Should the Board agree with the recommendation, a possible motion would be: "Move to adopt a Resolution establishing the Washoe County Planning Commission as the Washoe County Capital Improvements Advisory Committee for the Regional Road Impact Fee Program as authorized within NRS 278B.150."

## **RESOLUTION**

A RESOLUTION ESTABLISHING THE WASHOE COUNTY PLANNING COMMISSION AS THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE, FOR THE REGIONAL ROAD IMPACT FEE PROGRAM AS AUTHORIZED WITHIN NRS 278B.150.

**WHEREAS**, Washoe County participates in a Regional Road Impact Fee (RRIF) program whereby new development pays for their share traffic impact to the existing road network;

**WHEREAS**, In the development of the RRIF, capital improvements to the existing road network are identified and before imposing an impact fee, the governing body of the local government must establish by resolution a capital improvement advisory committee composed of at least five members;

**WHEREAS**, NRS 278B.150 allows the governing body to designate the planning commission to serve as the capital improvements advisory committee provided at least one representative of the real estate, development or building industry who is not an officer or employee of the local government is a member; alternatively, the governing body may appoint a representative of the real estate, development or building industry who is not an officer or employee of the local government to serve as a voting member the capital improvement advisory committee.

**NOW, THEREFORE, BE IT RESOLVED** by the Washoe County Board of Commissioners:

1. That the Washoe County Planning Commission is hereby established as the Washoe County Capital Improvements Advisory Committee for the Regional Road Impact Fee Program so long as the Washoe County Planning Commission includes at least one representative of the real estate, development or building industry who is not an officer or employee of the County.
2. In the event that the Planning Commission does not have a a representative of the real estate, development or building industry who is not an officer or employee of the County, this Board may by motion appoint a person to sit with the Planning Commission as a voting member when it acts as the Capital Improvement Advisory Committee.
3. The Capital Improvements Advisory Committee for the Regional Road Impact Fee Program shall:
  - (a) Review the land use assumptions and determine whether they are in conformance with the master plan of Washoe County;
  - (b) Review the capital improvements plan and file written comments with this Board;

- (c) Every three years file reports concerning the progress of the County in carrying out the capital improvements plan;
- (d) Report to this Board any perceived inequities in the implementation of the capital improvements plan or the imposition of the Regional Roads Impact Fee;
- (e) Advise this Board of the need to update or revise the land use assumptions, capital improvements plan and ordinance imposing an impact fee; and
- (f) Perform any other duties required of it as established in the County Development Code Article 706 (Impact Fees), and any Regional Road Impact Fee agreements, administrative manuals, policies or other program documents.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Chairman, Washoe County Commission

Attest: \_\_\_\_\_

County Clerk